

Ton Duc Thang University

Center for Applied Information Technology



Course Lecture

FUNDAMENTALS OF INFORMATICS 2

Website: cait.tdtu.edu.vn
Facebook: <https://facebook.com/trungtamtinhoc>

- Textbooks:

- Joan Lambert, MOS 2016 Study Guide for Microsoft Excel, 2017.

- References:

- Joan Lambert, MOS 2016 Study Guide for Microsoft PowerPoint, 2017.
- John Wiley, Microsoft Official Academic Course, Microsoft Word core 2016, 2016.

Ton Duc Thang university

Chapter 6

Presenting Data Visually

Chapter 6. Presenting Data Visually



6.1 Create and Manipulate Charts

6.2 Apply Sparklines

6.3 Apply and Manipulate Illustrations

Chapter 6. Presenting Data Visually



6.1 Create and Manipulate Charts

6.2 Apply Sparklines

6.3 Apply and Manipulate Illustrations

6.1 Create and Manipulate Charts

1. Create charts
2. Design charts
3. Format charts

6.1 Create and Manipulate Charts

1. Create charts
2. Design charts
3. Format charts

1- Create charts

2 Insert

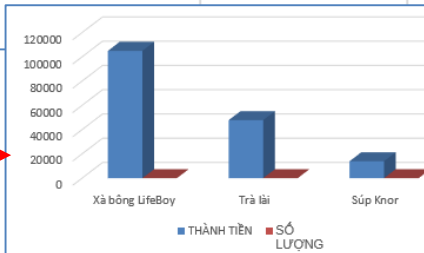
1 Select the data range

BẢNG THỐNG KÊ		
Tên SP	THÀNH TIỀN	SỐ LƯỢNG
Xà bông LifeBoy	105000	31
Trà lá	47850	13
Súp Knor	14000	17

3 Select chart type

4 Select specific chart type

The result



6.1 Create and Manipulate Charts

1. Create charts
2. Design charts
3. Format charts

2- Design charts

3 Change the layout →

2

Chart Tools: Design, Format, Tell me..., Sign in

Chart Layouts: Add Chart Element, Quick Layout, Change Colors

Chart Styles: Select the color, Select the built in style

Switch Row/Column Data, Select Data, Change Chart Type, Move Chart Location

Change how rows and columns of data are plotted

Select data range to plot

Select another chart type

Move chart to another worksheet

1 Select the chart

BẢNG THỐNG KÊ			
Tên SP	THÀNH TIỀN	SỐ LƯỢNG	
Xà bông LifeBoy	105000	31	
Trà lài	47850	13	
Súp Knor	14000	17	

Chart Title

THÀNH TIỀN
SỐ LƯỢNG

Xà bông LifeBoy Trà lài Súp Knor

Show/hide axes to a chart

Bài tập Tài liệu Tuần 10 - Excel

Chart Tools: Design, Format

1. Design tab

2. Add Chart Element

3. Axes

4. Primary Horizontal / Primary Vertical

5. Show/hide the horizontal axis

6. Show/hide the vertical axis

7. Vertical axis

8. Horizontal axis

Chart Title

THÀNH TIỀN

SỐ LƯỢNG

Xà bông LifeBoy

Trà lài

Súp Knor

en SP	THÀNH TIỀN	SỐ LƯỢNG
g LifeBoy	105000	31
	47850	13
or	14000	17

Show/hide axis titles

1 Design

2 Add Chart Element

3 Axis Titles

4 Primary Horizontal / Primary Vertical

Chart Styles

Vertical axis title

Horizontal axis title

Chart Title

Axis Title

THÀNH TIỀN

SỐ LƯỢNG

en SP	THÀNH TIỀN	SỐ LƯỢNG
g LifeBoy	105000	31
	47850	13
or	14000	17

Xà bông
LifeBoy

Trà lài

Súp Knor

1/13/2019

12

Show/hide chart title

Bài tập Tài liệu Tuần 10 - Excel

1. Design

2. Add Chart Element

3. Chart Title

4. Chart Title options:

- None (Hide the title)
- Above Chart (Show the title above chart)
- Centered Overlay (Show the title centered overlay chart)

Enter chart title

Chart Title

Axis Title

THÀNH TIỀN

SỐ LƯỢNG

	SỐ LƯỢNG	THÀNH TIỀN
Xà bông LifeBoy	100	31
Trà lài	47850	13
Súp Knor	14000	17

Show/hide data label

Bai tap Tai lop Tuan 10 - Excel

Chart Tools: Design, Format

1. Design tab

2. Add Chart Element

3. Data Labels

4. Data Labels options

Hide the data label

Show the data label in callout

Click here to choose more options

Chart Title

105000

47850

14000

31

13

17

THÀNH TIỀN

SỐ LƯỢNG

Xà bông LifeBoy

Trà lài

Súp Knor

1/13/2019

14

Show/hide legend

Bài tập Tài liệu Tuần 10 - Excel

File Home Insert Page Layout Formulas Data Review View Foxit Reader PDF **Design** Format

2 Add Chart Element

Quick Layout Change Colors

3 Legend

Chart Styles

B C D E F G H

BẢNG THỐNG KÊ

ĐƠN SP	THÀNH TIỀN	SỐ LƯỢNG
Xà bông LifeBoy	31	120000
Trà lại	13	100000
Súp Knor	17	80000

4

None

Right

Top

Left

Bottom

More Legend Options...

Hide the legend

Show the legend on the right

Show the legend on top

Show the legend on the left

Show the legend at bottom

The chart legend

THÀNH TIỀN

SỐ LƯỢNG

Xà bông LifeBoy Trà lại Súp Knor

Apply quick layout

Select one of the quick layouts

Bai tap Tai lop Tuan 10 - Excel

Chart Tools

Design Format

Quick Layout

Change Colors

Chart Styles

Chart 9

1 2 3 4 5 6 7 8 9 10 11 12 13

C D E F G H

ÔNG KÊ

THÀNH TIỀN	SỐ LƯỢNG
105000	31
47850	13
14000	17

Sup Knor

Chart Title

■ THÀNH TIỀN ■ SỐ LƯỢNG

105000 31 47850 13 14000 17

Xà bông LifeBoy Trà lài Súp Knor

The layout has been applied

1/13/2019

Change chart styles

Bài tập Tài liệu Tuần 10 - Excel

File Home **2** Page Layout Formulas Data Review View Foxit Reader PDF **1** Design Format Tell me what you

Add Chart Quick Element Layout Chart Layouts Change Colors

Chart Styles

Chart 9 Style 3

Select the style

BẢNG THỐNG KÊ			
Tên SP	THÀNH TIỀN	SỐ LƯỢNG	
Xà bông LifeBoy	105000	31	
Trà lá	47850	13	
Súp Knor	14000	17	

Chart Title

150000
105000
100000
50000
0

105000 31 47850 13 14000 17

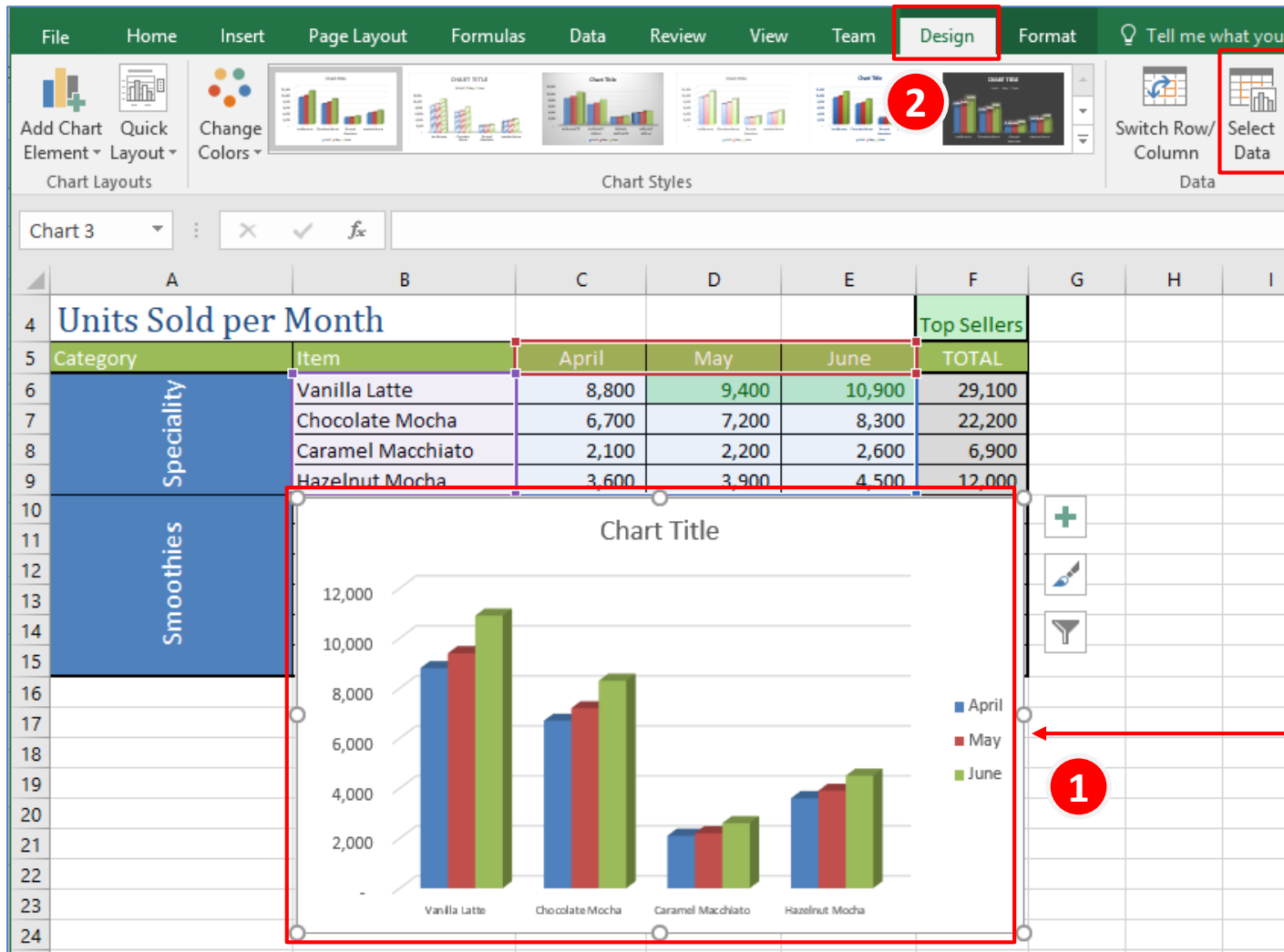
XÀ BÔNG LIFEBOY TRÀ LÁ SÚP KNOR

THÀNH TIỀN SỐ LƯỢNG

1/13/2019

Edit plotted data range

Steps: Select the chart (1) → tab **Design** (2) → **Select Data** (3)



Edit plotted data range

Example: Add **Total** data range to the chart and name it **TỔNG CỘNG**

Select Data Source

Chart data range: 4

Switch Row/Column

Legend Entries (Series)

Add Edit Remove

5

April
May
June

Horizontal (Category) Axis Labels

Edit

1
2
3
4

Hidden and Empty Cells

OK Cancel

Edit Series

6

Series name: = TOTAL

Series values: = 29,100, 22,...

7

OK Cancel

Select Data Source

Chart data range:

The data range is too complex to be displayed. If a new range is selected, it will replace all of the series in the Series panel.

Switch Row/Column

Legend Entries (Series)

Add Edit Remove

8

April
May
June
TỔNG CỘNG

Horizontal (Category) Axis Labels

Edit

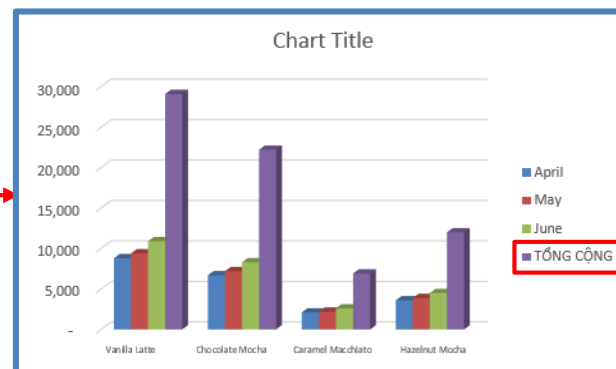
9

1
2
3
4

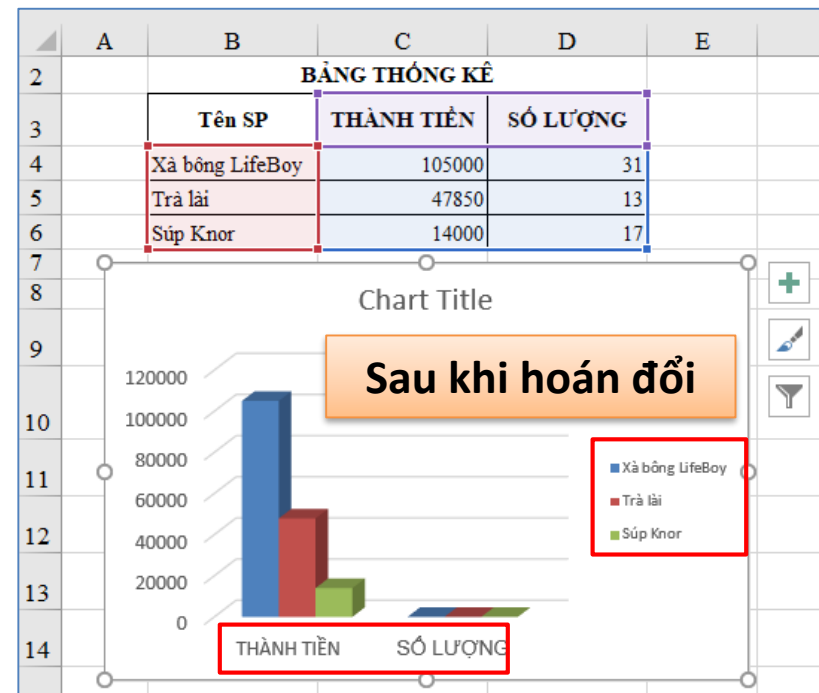
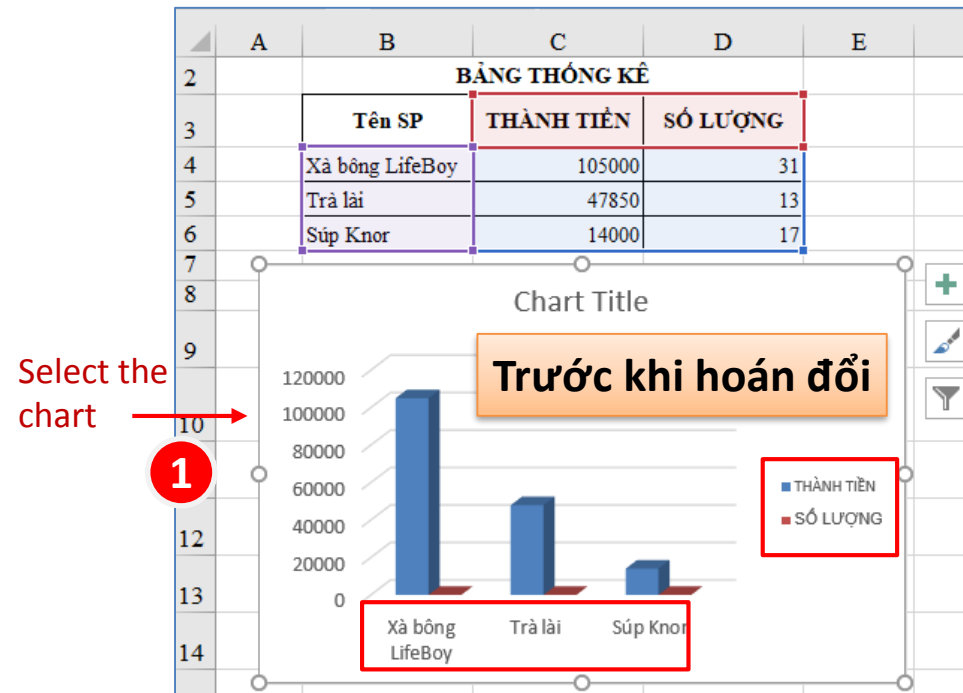
Hidden and Empty Cells

OK Cancel

The result →



Steps: Select the chart → Tab **Design** → **Switch Row/Column**



Change chart type

File Home Insert Page Layout Formulas Data Review View Team **Design** Format Tell me what you want to do...

Add Chart Quick Element Layout Chart Layouts Change Colors Chart Styles Switch Row/Column Data Select Data Data Change Chart Type Type

Chart 3

Category	Item	April	May
Specialty	Vanilla Latte	8,800	9,400
	Chocolate Mocha	6,700	7,200
	Caramel Macchiato	2,100	2,200
	Hazelnut Mocha	3,600	3,900
Smoothies			

Chart Title

12,000
10,000
8,000
6,000
4,000
2,000
-

Vanilla Latte Chocolate Mocha Caramel Macchiato

Change Chart Type

Recommended Charts All Charts

Recent Templates Column Line Pie Bar Area X Y (Scatter) Stock Surface Radar Treemap Sunburst Histogram Box & Whisker Waterfall Combo

3-D Pie

April

4

Select the chart type

5

OK Cancel

1

Select the chart

2

3

Move chart to another worksheet

1 Select the chart

2

3

4 Move to a new worksheet

5 Move to an existing worksheet

Chart 3

Category	Item	April	May
Specialty	Vanilla Latte	8,800	9,400
	Chocolate Mocha	6,700	7,200
	Caramel Macchiato	2,100	2,200
	Hazelnut Mocha	3,600	3,900

Chart Title

Chart 3

Move Chart

Choose where you want the chart to be placed:

☒ New sheet: Nhập tên mới cho trang tính

☐ Object in: Qtr2

OK Cancel

6.1 Create and Manipulate Charts

1. Create charts
2. Design charts
3. Format charts

3- Format charts

Select an element

Change the element shape style

Change the element text style

Set size of the element

2

Chart Area

Format Selection

Reset to Match Style

Current Selection

Insert Shapes

Change Shape

Shape Styles

Shape Fill

Shape Outline

Shape Effects

Quick Styles

WordArt Styles

Bring Forward

Send Backward

Selection Pane

Arrange

Size

1.88"

2.81"

Chart 3

Units Sold per Month

Category	Item	April	May	June	TOTAL
Specialty	Vanilla Latte	8,800	9,400	10,900	29,100
	Chocolate Mocha	6,700	7,200	8,300	22,200
	Caramel Macchiato	2,100	2,200	2,600	6,900
	Hazelnut Mocha	3,600	3,900	4,500	12,000
Smoothies	Classic Latte	6,700	7,200	8,300	22,200
	Classic Mocha	2,600	2,800	3,200	8,600
	Tea Latte	5,700	6,100	7,000	18,800
	Cappuccino	3,100	3,300	3,800	10,200
	Vanilla Blender	7,200	7,800	9,000	24,000
	Caramel Blender	5,200	5,600	6,400	17,200

Top Sellers

Chart Title

15,000

10,000

5,000

Vanilla Latte

Chocolate Mocha

Caramel Macchiato

Hazelnut Mocha

April

May

June

Select the chart

1

Format text in an element of a chart

The screenshot shows the Microsoft Excel interface with a 3D bar chart. The 'Chart Tools' ribbon is active, with the 'Format' tab selected. The 'WordArt Styles' section shows three text styles: a black 'A', a blue 'A', and an orange 'A'. The 'Arrange' section shows options like 'Bring Forward', 'Send Backward', 'Align', 'Group', 'Selection Pane', and 'Rotate'. A red box labeled '1' highlights the text 'CAIT' in the chart, with an arrow pointing to it labeled 'Select the element'. A red box labeled '2' highlights the 'Format' tab, with an arrow pointing to it labeled 'Text quick styles'. A red box labeled '3' highlights the 'WordArt Styles' section, with an arrow pointing to it labeled 'Text quick styles'. Red arrows point from the 'WordArt Styles' section to the text 'Text fill', 'Text outline', and 'Text effect'.

Chart Data:

Month	Vanilla Latte	Chocolate Mocha	Caramel Macchiato	Hazelnut Mocha
April	9,500	7,500	2,500	4,000
May	10,000	8,000	2,800	4,500
June	11,000	9,000	3,000	5,000

Format shape in an element of a chart

2

Formulas Data Review View Team Design **Format** Tell me what you want to do...

Shape Fill Shape Outline Shape Effects

Color shape background
Color, style, width of outline
Apply shape effects

Shape Styles WordArt Styles

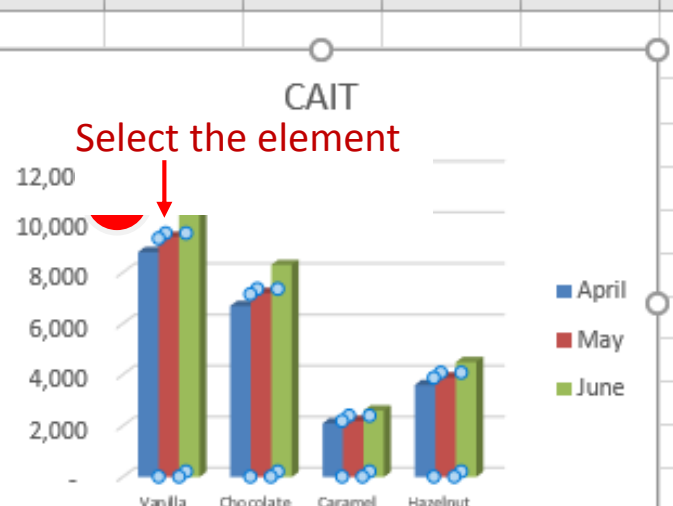
3

Select quick style in the list

	C	D	E	F
				Top Sellers
	April	May	June	TOTAL
	8,800	9,400	10,900	29,100
a	6,700	7,200	8,300	22,200
ato	2,100	2,200	2,600	6,900
	3,600	3,900	4,500	12,000
	6,700	7,200	8,300	22,200
	2,600	2,800	3,200	8,600
	5,700	6,100	7,000	18,800
	3,100	3,300	3,800	10,200
	7,200	7,800	9,000	24,000
r	5,200	5,600	6,400	17,200

CAIT

Select the element



Set size of a chart

2 **3**

File Home Insert Page Layout Formulas Data Review View Team Design **Format** Tell me what you want to do... Sign in Share

Chart Area

Format Selection
Reset to Match Style

Current Selection

Insert Shapes

Shape Styles

Shape Fill
Shape Outline
Shape Effects

Quick Styles

WordArt Styles

Bring Forward
Send Backward
Selection Pane

Arrange

Size

Height: 2.63"
Width: 4.31"

3

Chart 3

	A	B	C	D	E	F	G
5	Category	Item	April	May	June	TOTAL	
6	Specialty	Vanilla Latte	8,800	9,400	10,900	29,100	
7		Chocolate Mocha	6,700	7,200	8,300	22,200	
8		Caramel Macchiato	2,100	2,200	2,600	6,900	
9		Hazelnut Mocha	3,600	3,900	4,500	12,000	
10	Smoothies	Classic Latte	6,700	7,200	8,300	22,200	
11		Classic Mocha	2,600	2,800	3,200	8,600	
12		Tea Latte	5,700	6,100	7,000	18,800	
13		Cappuccino	3,100	3,300	3,800	10,200	
14		Vanilla Blender	7,200	7,800	9,000	24,000	
15		Caramel Blender	5,200	5,600	6,400	17,200	

1

Select the chart

CAIT

Format Chart Area

Chart Options Text Options

Size

Height: 2.63"
Width: 4.31"
Rotation: 0°
Scale Height: 100%
Scale Width: 100%
☐ Lock aspect ratio
☐ Relative to original picture size

Properties

Alt Text

Title:
Description:

Maintain the height/width proportion

Alternative text title

Alternative text description

Yeu cau Qtr1 **Qtr2** Whole Year F ...

Ready

28

3- Format charts

- **To delete a chart:** Select the chart → Press the **Delete** button

Chapter 6. Presenting Data Visually



6.1 Create and Manipulate Charts

6.2 Apply Sparklines

6.3 Apply and Manipulate Illustrations

6.2 Apply Sparklines

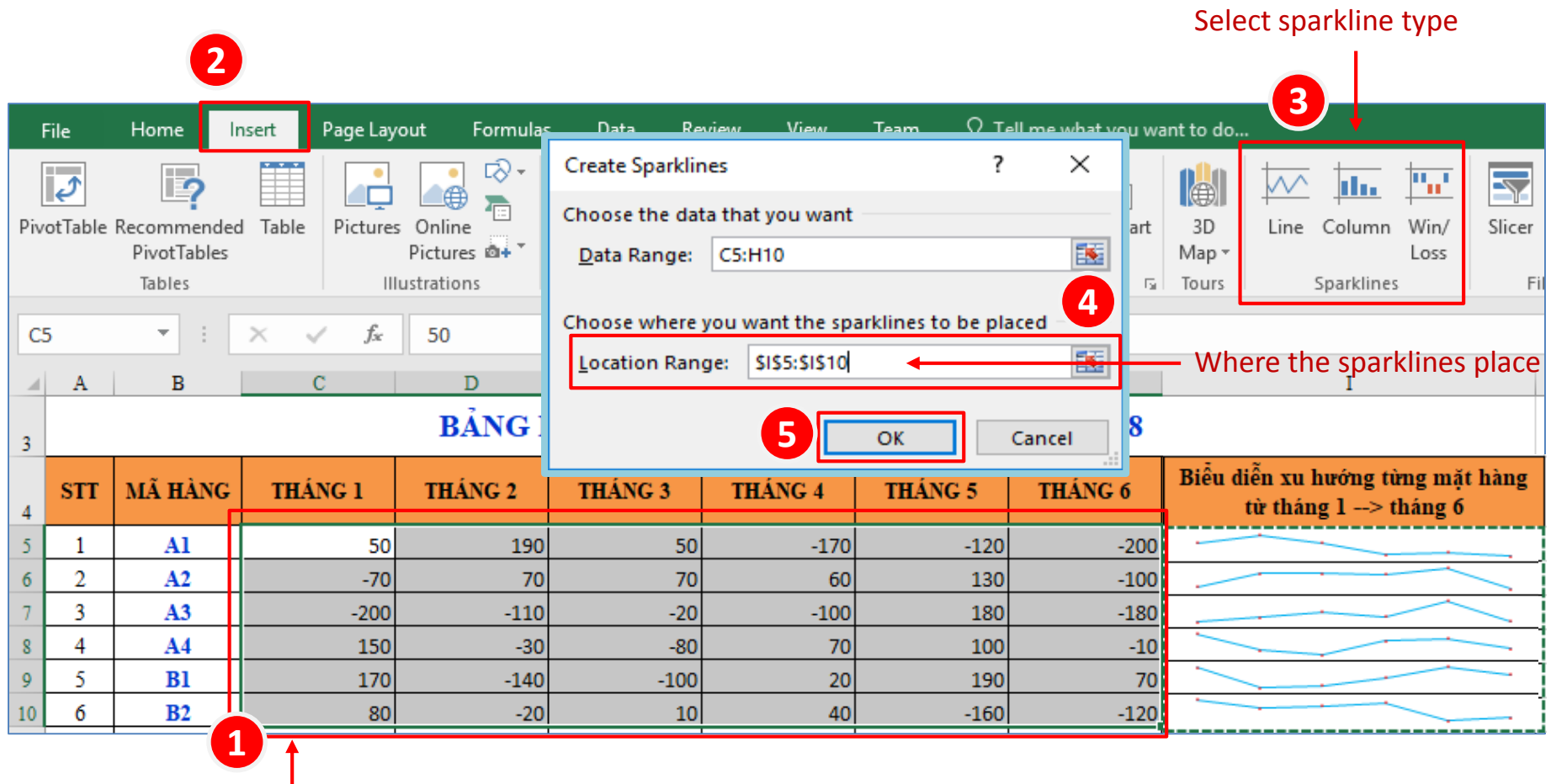
1. Create sparklines
2. Manipulate sparklines

6.2 Apply Sparklines

1. Create sparklines
2. Manipulate sparklines

1- Create sparklines

+ Method 1:



1 Select data range to summarize

2

3 Select sparkline type

4

5

Where the sparklines place

STT	MÃ HÀNG	THÁNG 1	THÁNG 2	THÁNG 3	THÁNG 4	THÁNG 5	THÁNG 6	Biểu diễn xu hướng từng mặt hàng từ tháng 1 -> tháng 6
1	A1	50	190	50	-170	-120	-200	
2	A2	-70	70	70	60	130	-100	
3	A3	-200	-110	-20	-100	180	-180	
4	A4	150	-30	-80	70	100	-10	
5	B1	170	-140	-100	20	190	70	
6	B2	80	-20	10	40	-160	-120	

1- Create sparklines

+ Method 2:

2

3 Select sparkline type

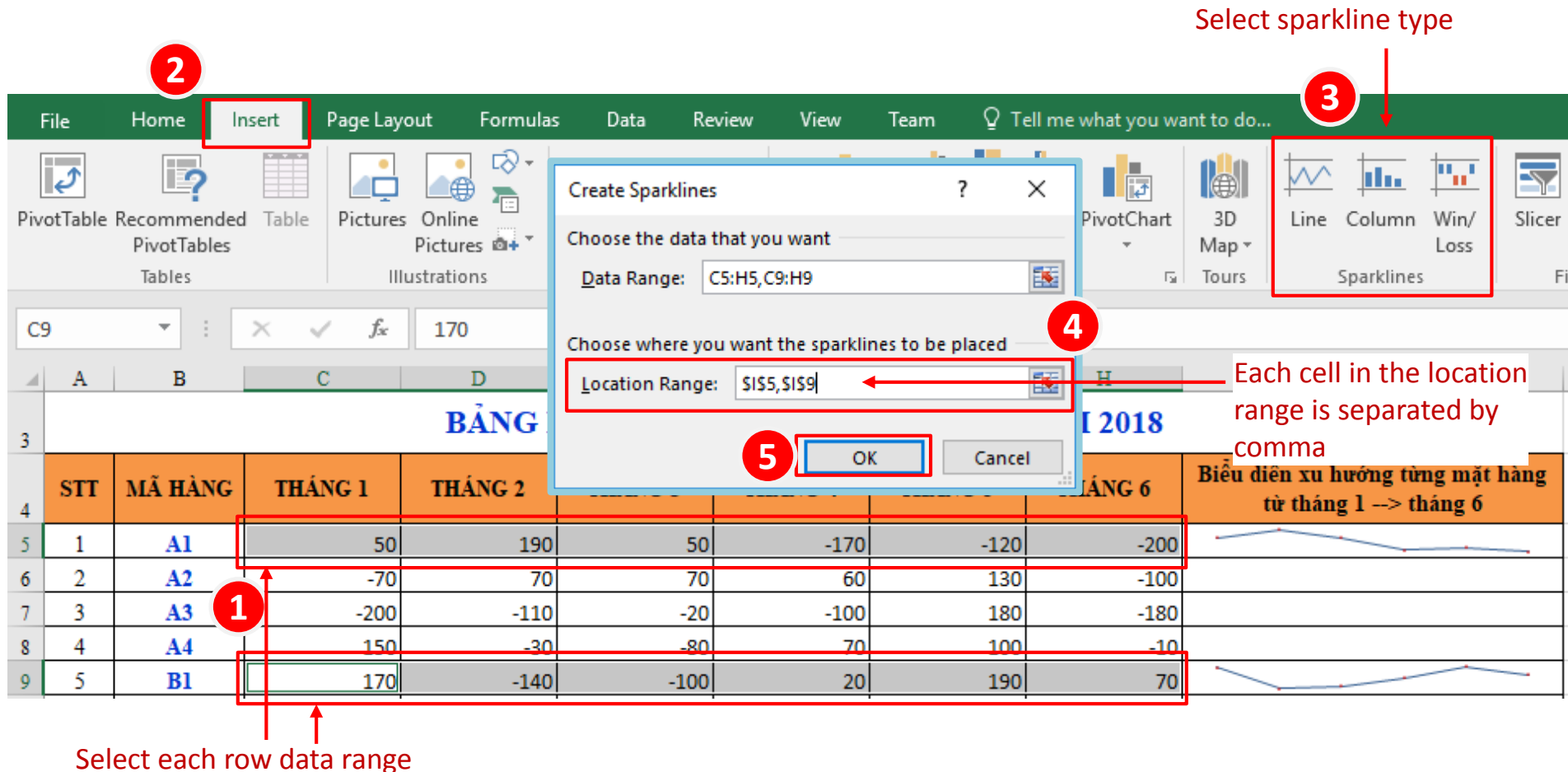
4

5

1

Each cell in the location range is separated by comma

Select each row data range



STT	MÃ HÀNG	THÁNG 1	THÁNG 2	THÁNG 3	THÁNG 4	THÁNG 5	THÁNG 6
1	A1	50	190	50	-170	-120	-200
2	A2	-70	70	70	60	130	-100
3	A3	-200	-110	-20	-100	180	-180
4	A4	150	-30	-80	70	100	-10
5	B1	170	-140	-100	20	190	70

6.2 Apply Sparklines

1. Create sparklines
2. Manipulate sparklines

2- Manipulate sparklines

- Manipulate sparklines: Select the sparkline cells → tab **Design**

Diagram illustrating the steps to manipulate sparklines in Microsoft Excel:

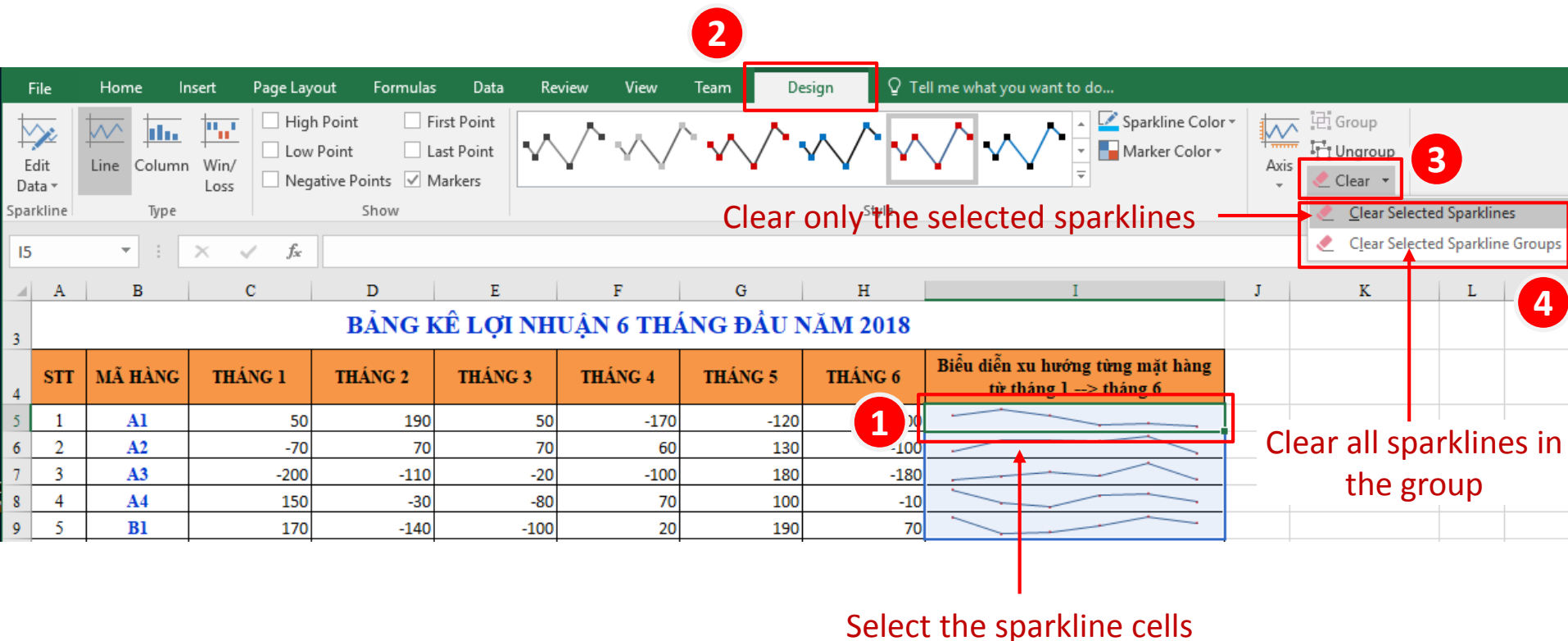
- Select sparkline type:** Choose between Line, Column, or Win/Loss.
- Show/hide markers and special markers:** Check options for High Point, Low Point, Negative Points, First Point, Last Point, and Markers.
- Select sparkline color:** Choose a color for the Sparkline and Marker.
- Select quick style:** Choose a predefined style for the sparkline.
- Delete sparklines:** Use the Clear button to remove sparklines.

The following table shows the data used for the sparklines:

STT	MÃ HÀNG	THÁNG 1	THÁNG 2	THÁNG 3	THÁNG 4	THÁNG 5	THÁNG 6
1	A1	50	190	50	-170	-120	-200
2	A2	-70	70	70	60	130	-100
3	A3	-200	-110	-20	-100	180	-180
4	A4	150	-30	-80	70	100	-10
5	B1	170	-140	-100	20	190	70

2- Định dạng và xóa biểu đồ sparkline

- To delete sparklines: Select the sparkline cells → tab **Design** → **Clear** → select the command.



1 Select the sparkline cells

2 Design tab

3 Clear

4 Clear Selected Sparklines

Clear only the selected sparklines

Clear all sparklines in the group

STT	MÃ HÀNG	THÁNG 1	THÁNG 2	THÁNG 3	THÁNG 4	THÁNG 5	THÁNG 6	Biểu diễn xu hướng từng mặt hàng từ tháng 1 --> tháng 6
1	A1	50	190	50	-170	-120	20	
2	A2	-70	70	70	60	130	-100	
3	A3	-200	-110	-20	-100	180	-180	
4	A4	150	-30	-80	70	100	-10	
5	B1	170	-140	-100	20	190	70	

Chapter 6. Presenting Data Visually



6.1 Create and Manipulate Charts

6.2 Apply Sparklines

6.3 Apply and Manipulate Illustrations

6.3 Apply and Manipulate Illustrations

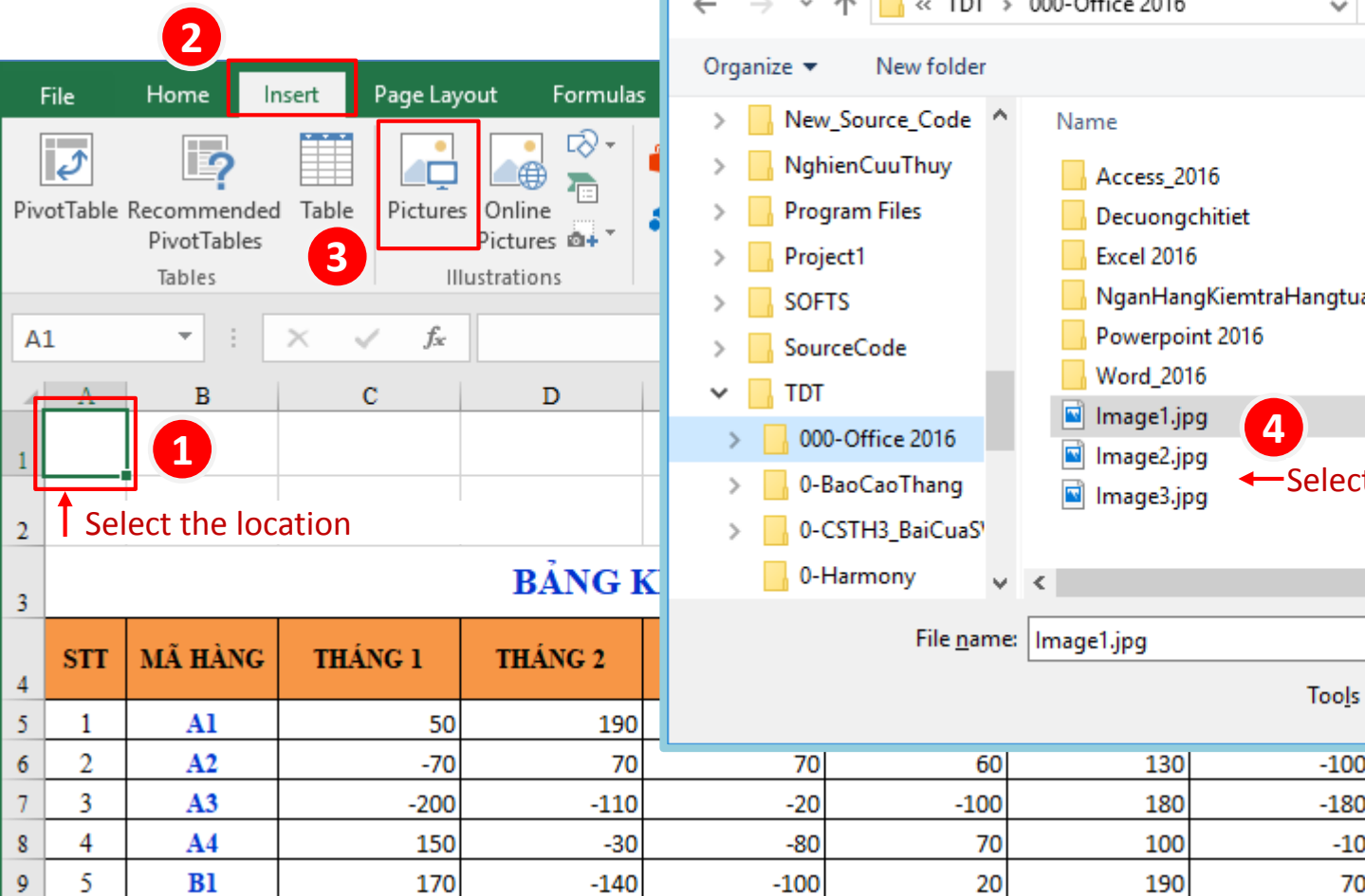
1. Insert and format pictures
2. Insert and format shapes
3. Insert and customize SmartArts.

6.3 Apply and Manipulate Illustrations

1. Insert and format pictures
2. Insert and format shapes
3. Insert and customize SmartArts

1- Insert and format pictures

- To insert a picture



1 Select the location

2

3

4 Select the picture

5

STT	MÃ HÀNG	THÁNG 1	THÁNG 2
1	A1	50	190
2	A2	-70	70
3	A3	-200	-110
4	A4	150	-30
5	B1	170	-140

1- Insert and format pictures

- Format a picture:

Group Adjust picture

Group Picture Styles

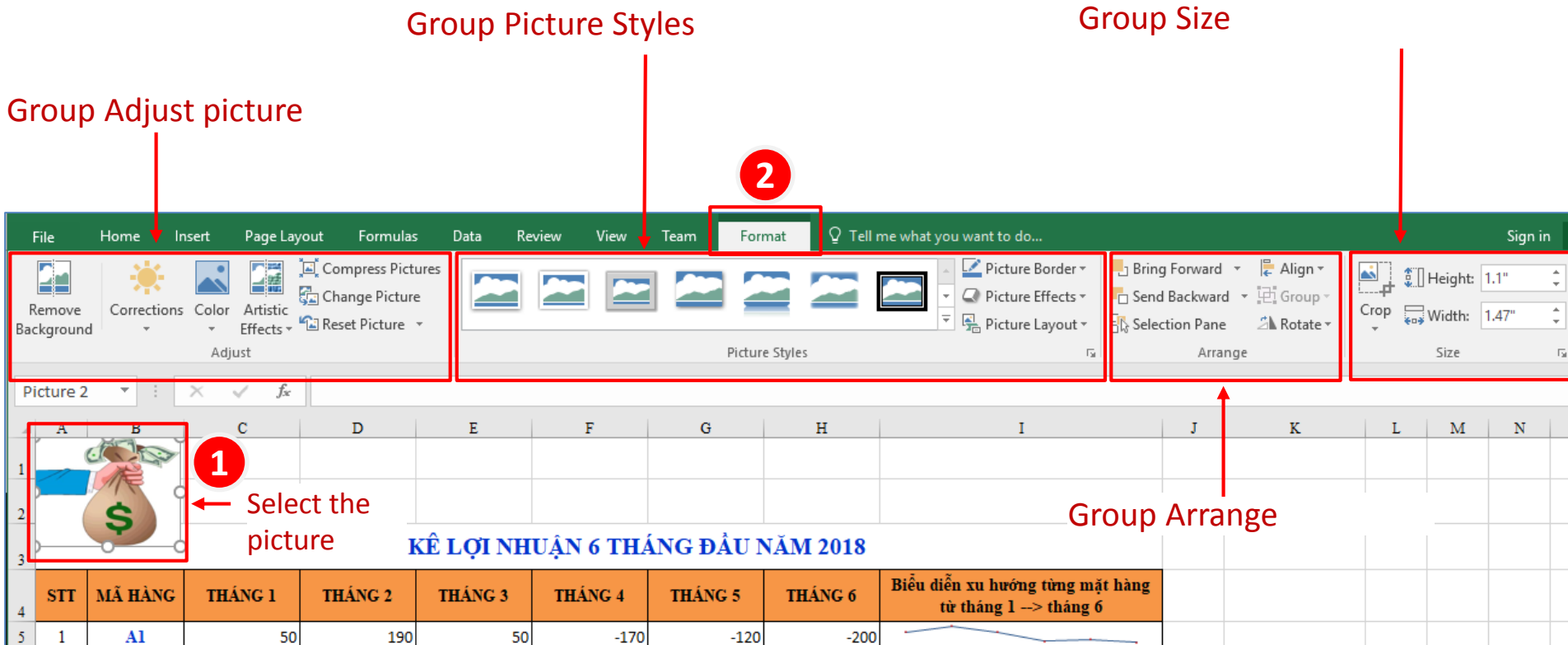
Group Size

2

1

Select the picture

Group Arrange



STT	MÃ HÀNG	THÁNG 1	THÁNG 2	THÁNG 3	THÁNG 4	THÁNG 5	THÁNG 6	Biểu diễn xu hướng từng mặt hàng từ tháng 1 --> tháng 6
1	A1	50	190	50	-170	-120	-200	

Group Size of Picture Tools

1 Select the picture

2 Format

Set the height

Set the width

Format picture Pane

Format Picture

Size

Height: 1.37"

Width: 1.83"

Rotation: 0°

Scale Height: 124%

Scale Width: 124%

☒ Lock aspect ratio

☒ Relative to original picture size

Original size: Height: 1.1" Width: 1.47"

Reset

Properties

Text Box

THÁNG 2	THÁNG 3	THÁNG 4	THÁNG 5
190	50	-170	-12
70	70	60	13
-110	-20	-100	18
-30	-80	70	10
-140	-100	20	19
-20	10	40	-16
-80	20	130	-5
190	30	60	6
-190	-120	-170	3
-200	-190	-130	4
160	-30	-200	9

Chapter 6. Presenting Data Visually

Group Arrange of Picture Tools

Move the picture forward

Pictures alignment

2

Format

Bring Forward

Send Backward

Selection Pane

Align

Group

Rotate

Rotate Right 90°

Rotate Left 90°

Flip Vertical

Flip Horizontal

More Rotation Options...

1

Select the picture

Move the picture backward

KẾ LỢI NHUẬN 6 THÁNG ĐẦU NĂM 2018

	THÁNG 3	THÁNG 4	THÁNG 5	THÁNG 6	Biểu diễn xu hướng từng mặt hàng từ tháng 1 -> tháng 6
90	50	-170	-120	-200	

Group Picture Styles of Picture Tools

Select quick styles from list

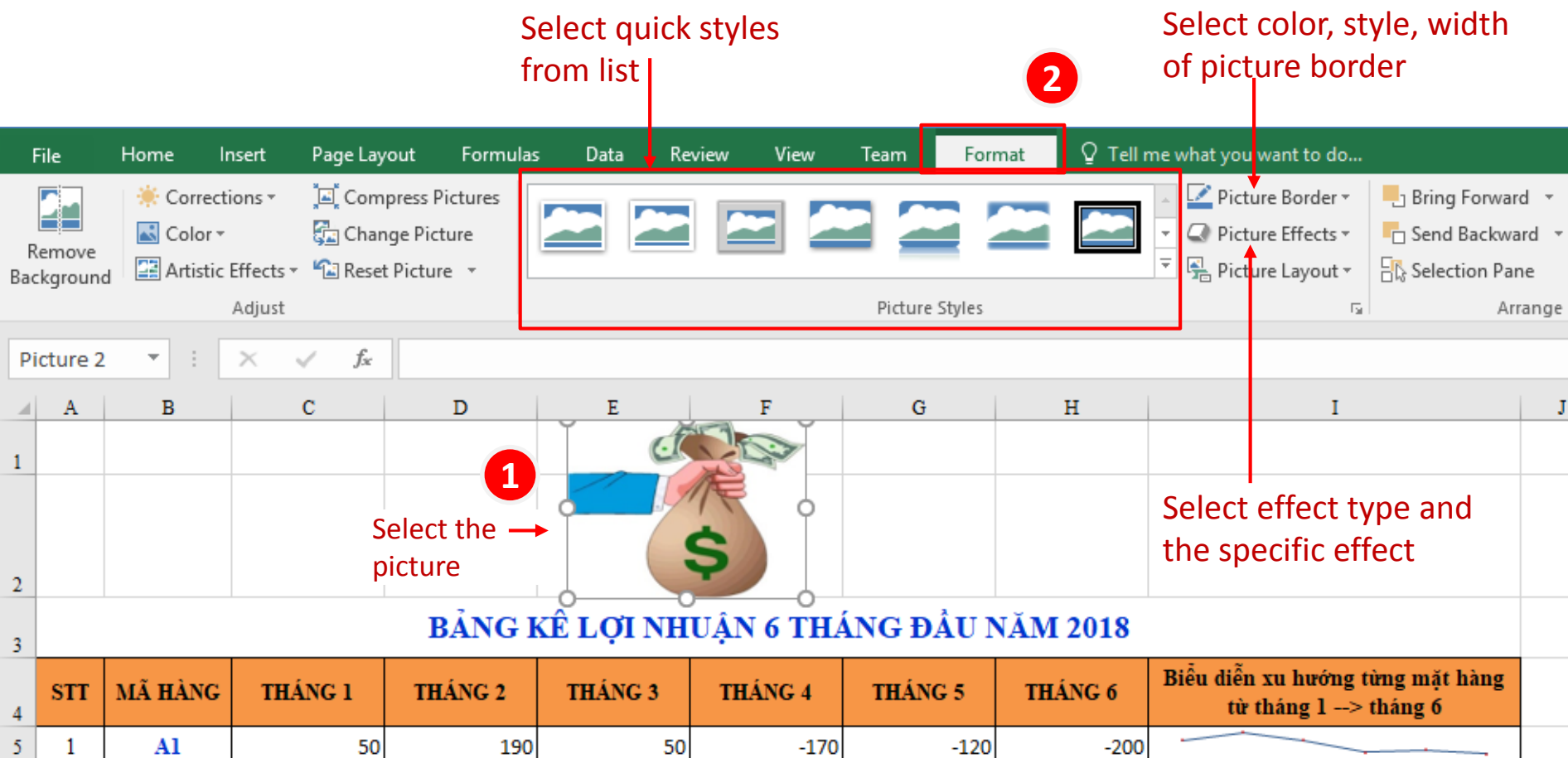
2

Select color, style, width of picture border


1

Select the picture

Select effect type and the specific effect



BẢNG KÊ LỢI NHUẬN 6 THÁNG ĐẦU NĂM 2018

STT	MÃ HÀNG	THÁNG 1	THÁNG 2	THÁNG 3	THÁNG 4	THÁNG 5	THÁNG 6	Biểu diễn xu hướng từng mặt hàng từ tháng 1 -> tháng 6
1	A1	50	190	50	-170	-120	-200	

Group Adjust of Picture Tools

Adjust sharpen/soften, brightness/contrast

Select one of artistic effect list

2

Format

Remove Background

Color

Artistic Effects

Adjust

Compress Pictures

Change Picture

Reset Picture

Select another picture

Picture 2

Retrieve the original picture

1

Select the picture

Change color

BẢNG KÊ LỢI NHUẬN 6 THÁNG ĐẦU NĂM 2018

	STT	MÃ HÀNG	THÁNG 1	THÁNG 2	THÁNG 3	THÁNG 4	THÁNG 5	THÁNG 6
1	1	A1	50	190	50	-170	-120	-200

1- Insert and format pictures

- To delete a picture:

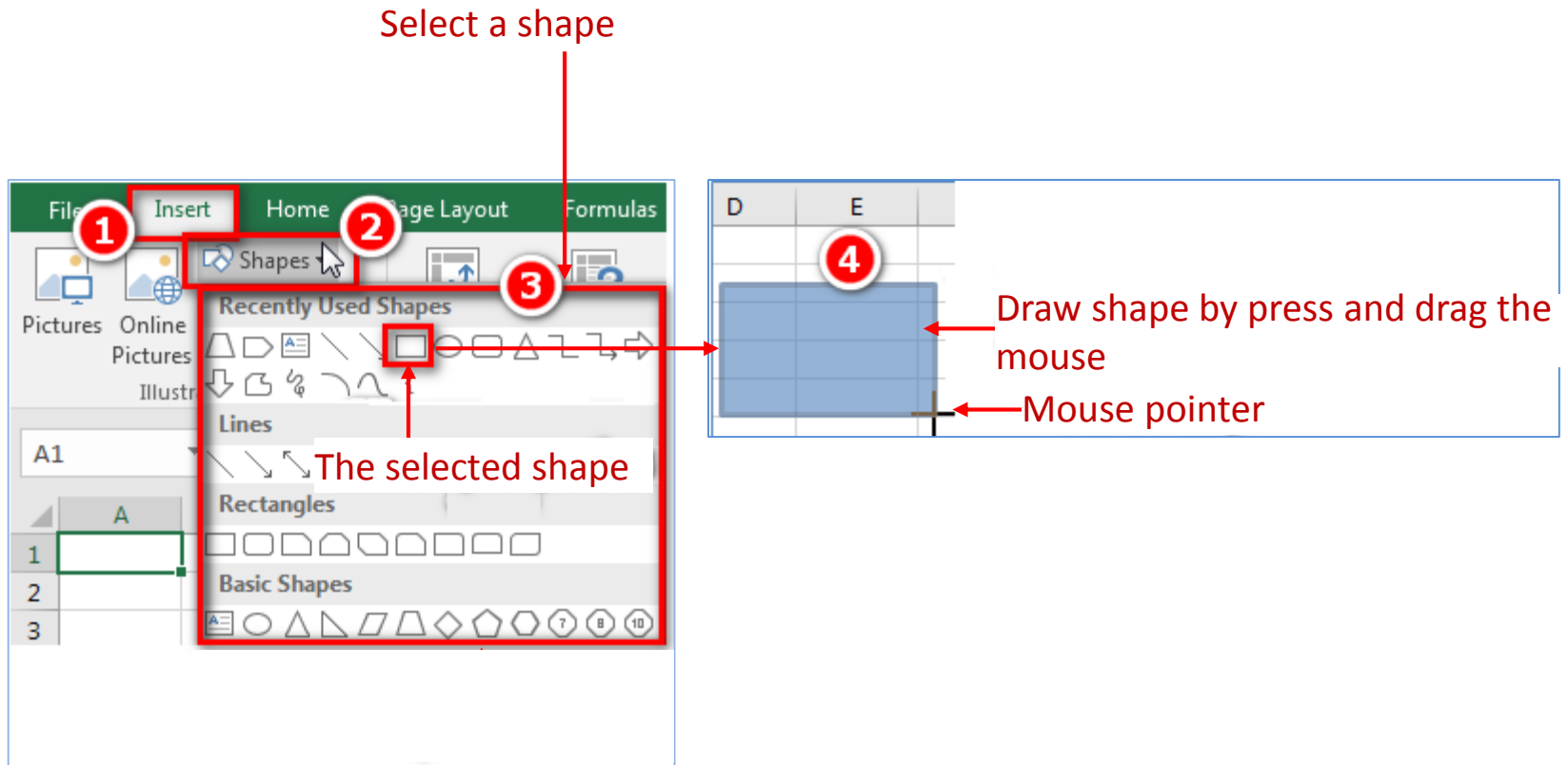
+ Select the pictures → Press the **Delete** button.

6.3 Apply and Manipulate Illustrations

1. Insert and format pictures
- 2. Insert and format shapes**
3. Insert and customize SmartArts.

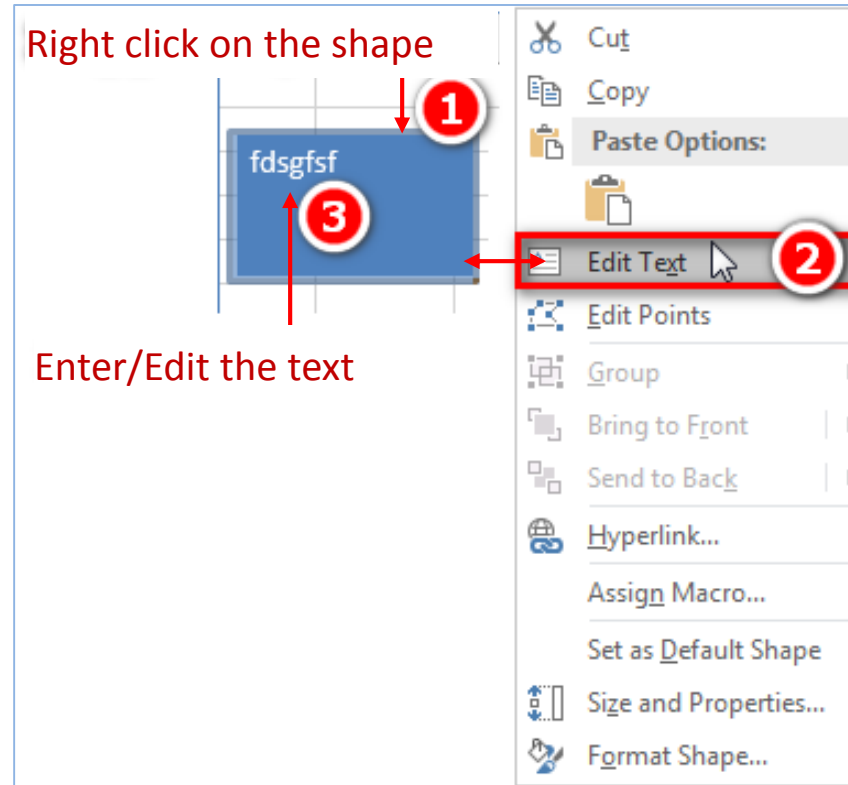
2- Insert and format shapes

- To insert a shape:



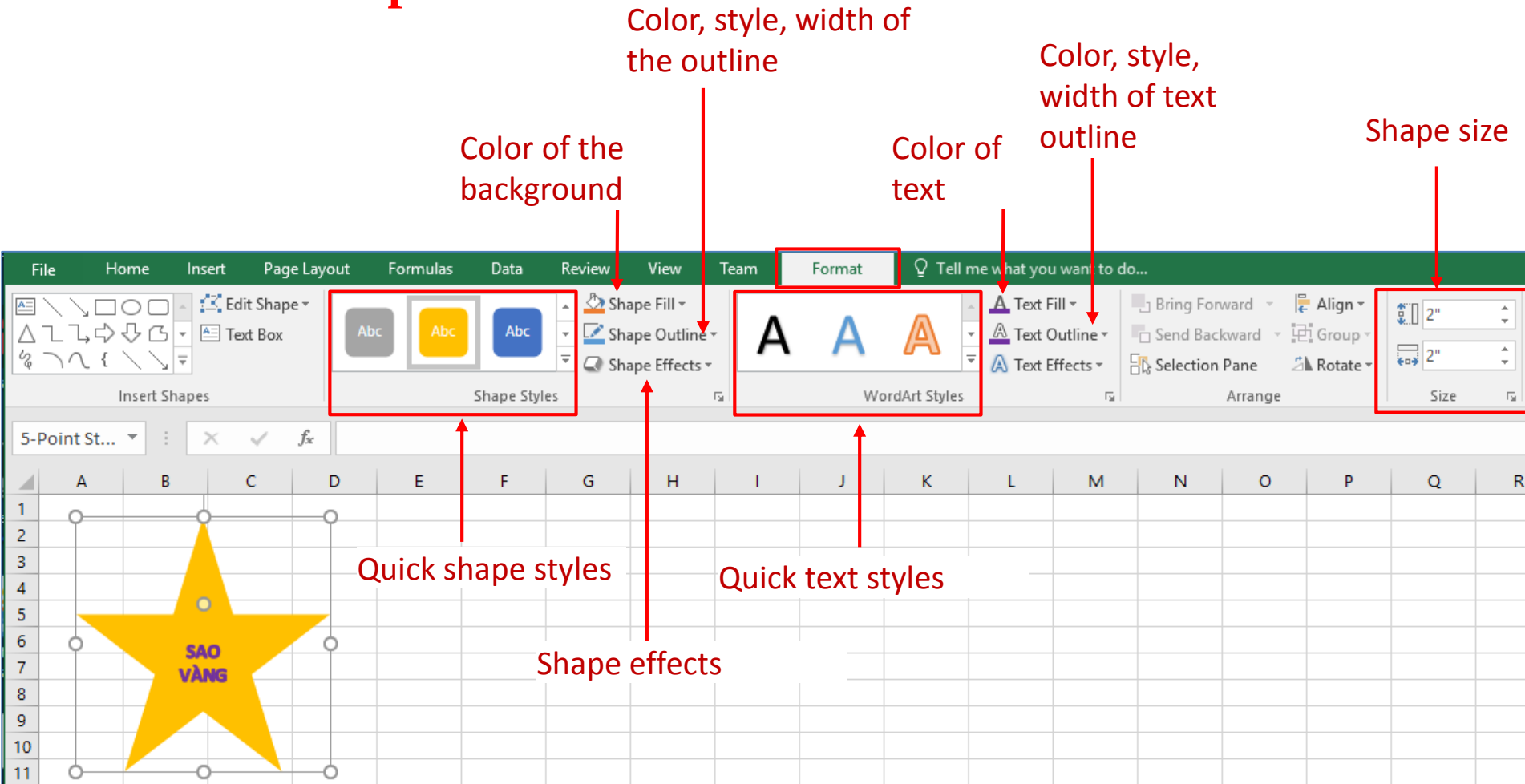
2- Insert and format shapes

- **To enter/edit text in a shape:** Select the shape → **Add Text/Edit Text** → Enter/Edit text in the shape.



2- Insert and format shapes

- Format a shape:

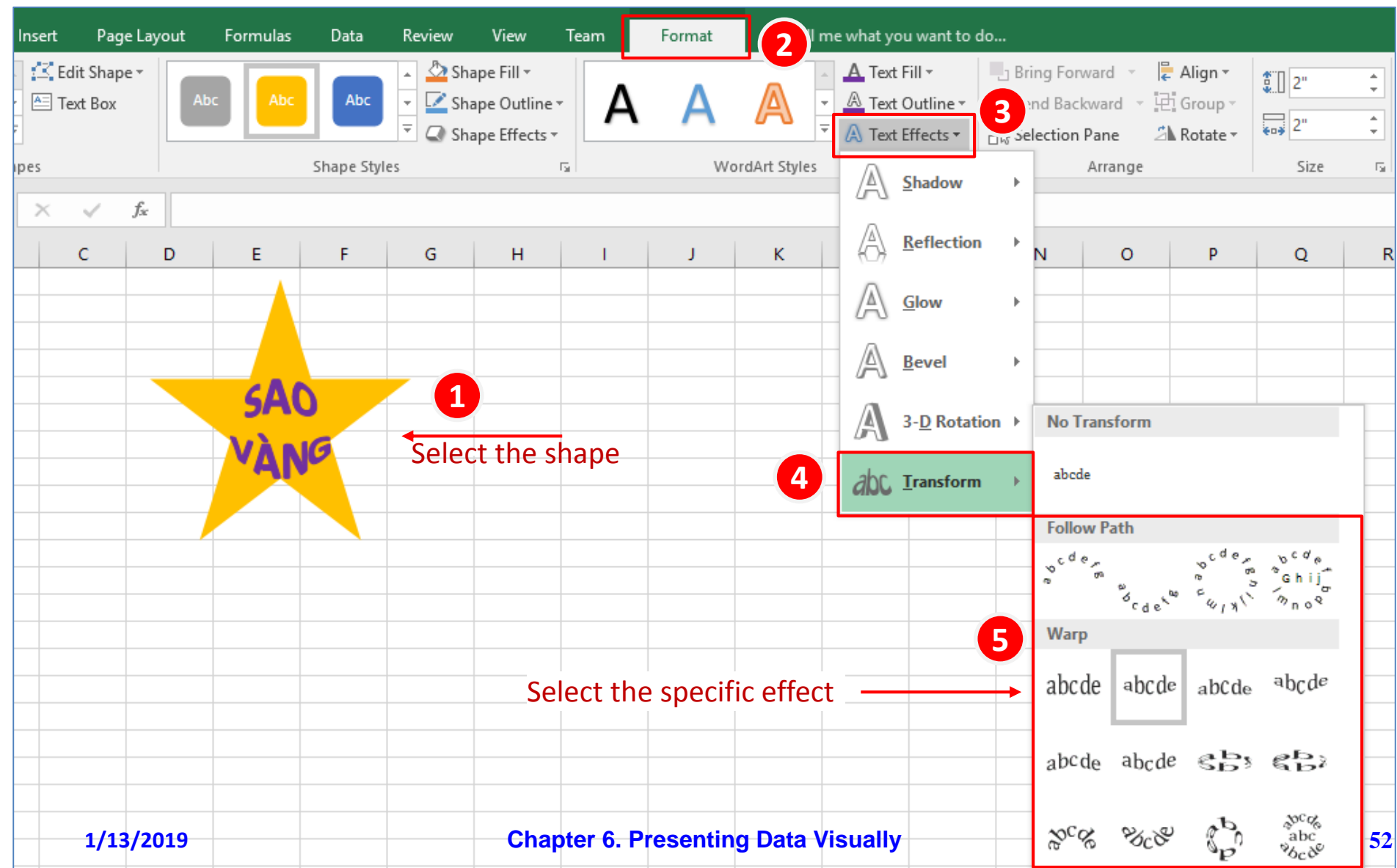


The screenshot displays the Microsoft Excel interface with the **Format** tab selected. Red arrows point to various formatting options with labels:

- Color of the background:** Points to the **Shape Fill** dropdown menu.
- Color, style, width of the outline:** Points to the **Shape Outline** dropdown menu.
- Color, style, width of text outline:** Points to the **Text Outline** dropdown menu.
- Color of text:** Points to the **Text Fill** dropdown menu.
- Shape size:** Points to the **Size** section in the **Arrange** group.
- Quick shape styles:** Points to the **Shape Styles** gallery.
- Quick text styles:** Points to the **WordArt Styles** gallery.
- Shape effects:** Points to the **Shape Effects** dropdown menu.

In the background, a yellow star shape is visible in cell A6, containing the text "SAO VÀNG".

Group WordArt styles



The screenshot illustrates the process of applying WordArt styles and text effects in Microsoft Excel. The interface shows the 'Format' tab selected in the ribbon, with the 'Text Effects' dropdown menu open. A yellow star shape containing the text 'SAO VÀNG' is highlighted in the worksheet, with a red arrow pointing to it labeled '1 Select the shape'. The 'Text Effects' menu is open, showing options like Shadow, Reflection, Glow, Bevel, 3-D Rotation, and Transform. The 'Transform' option is selected, and a submenu is displayed showing various text effects like 'Follow Path' and 'Warp'. A red arrow points to the 'Warp' section, labeled '5 Select the specific effect'. The 'Warp' section shows various text effects, including 'abcde' and 'abcde' with different warping options. A red arrow points to the 'abcde' text, labeled '4'. The 'Text Effects' menu is also open, showing options like 'Shadow', 'Reflection', 'Glow', 'Bevel', '3-D Rotation', and 'Transform'. A red arrow points to the 'Transform' option, labeled '3'. The 'Format' tab is highlighted in the ribbon, labeled '2'.

1 Select the shape

2

3

4

5 Select the specific effect

2- Insert and format shapes

- To delete a shape:

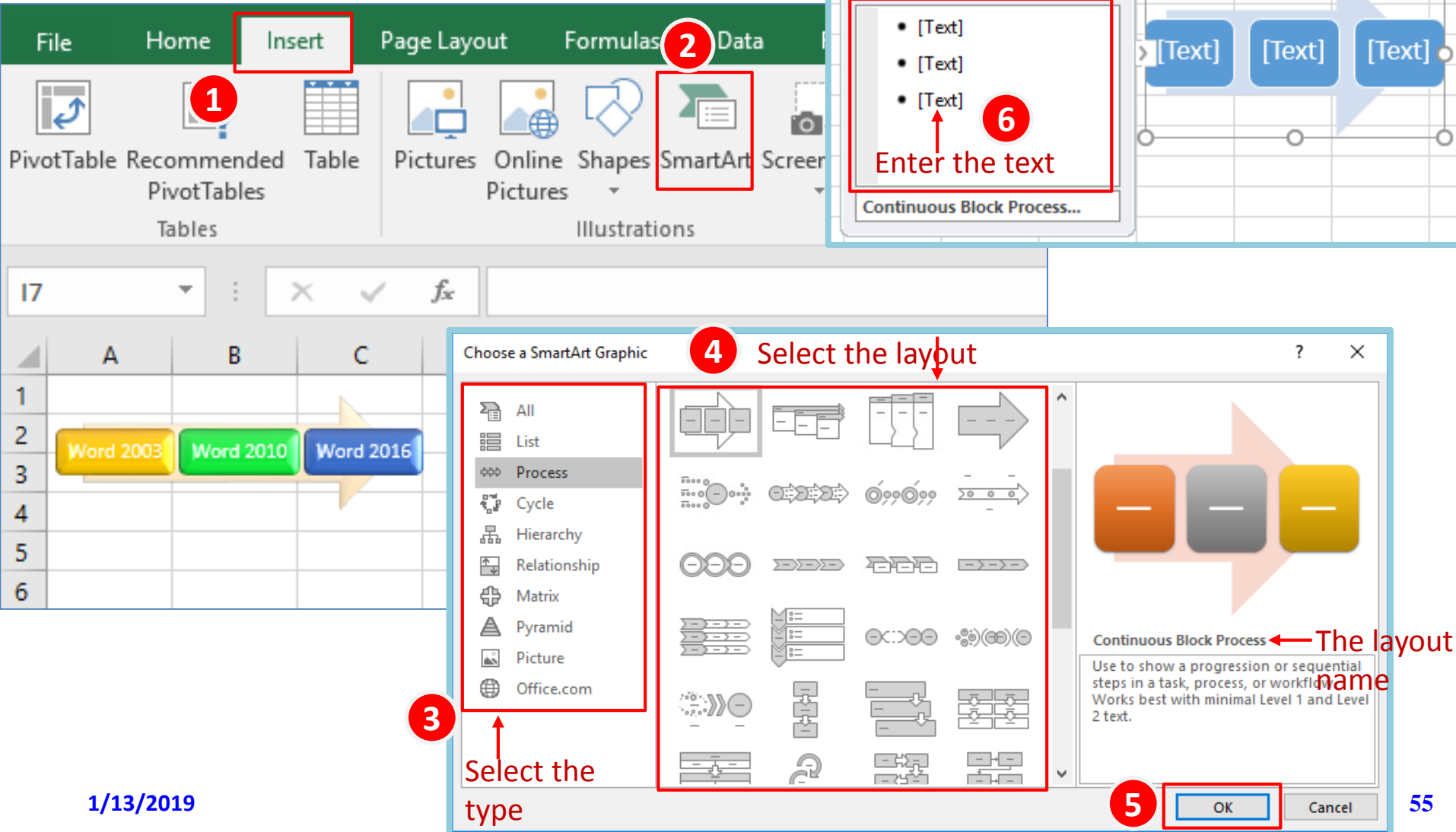
+ Select the shape → Press the **Delete** button.

6.3 Apply and Manipulate Illustrations

1. Insert and format pictures
2. Insert and format shapes
3. Insert and customize SmartArts.

3- Insert and customize SmartArts

- To insert a SmartArt:



The screenshot illustrates the process of inserting and customizing a SmartArt graphic in Microsoft Word. The interface shows the 'Insert' tab on the ribbon, with the 'SmartArt' button highlighted. A red box labeled '1' is around the 'Insert' tab, and a red box labeled '2' is around the 'SmartArt' button. Below the ribbon, a SmartArt graphic is shown in the background, consisting of three blue boxes labeled '[Text]' connected by a large blue arrow. A red box labeled '6' is around the 'Enter the text' prompt in the SmartArt task pane, which is titled 'Type your text here'. The task pane also shows a list of text entries: '[Text]', '[Text]', and '[Text]'. Below the ribbon, a table is visible with columns A, B, and C, and rows 1 through 6. The table contains the following data:

	A	B	C
1			
2	Word 2003	Word 2010	Word 2016
3			
4			
5			
6			

The 'Choose a SmartArt Graphic' task pane is open, showing a list of categories on the left: All, List, Process, Cycle, Hierarchy, Relationship, Matrix, Pyramid, Picture, and Office.com. A red box labeled '3' is around the 'Process' category, and a red box labeled '4' is around the 'Select the layout' prompt. The 'Process' category is selected, and a grid of various SmartArt layouts is displayed. A red box labeled '5' is around the 'OK' button. The 'Continuous Block Process' layout is selected, and a red box labeled '6' is around the 'Enter the text' prompt. The 'Continuous Block Process' layout is described as: 'Use to show a progression or sequential steps in a task, process, or workflow. Works best with minimal Level 1 and Level 2 text.'

Customize SmartArts

Change the direction of the smartart

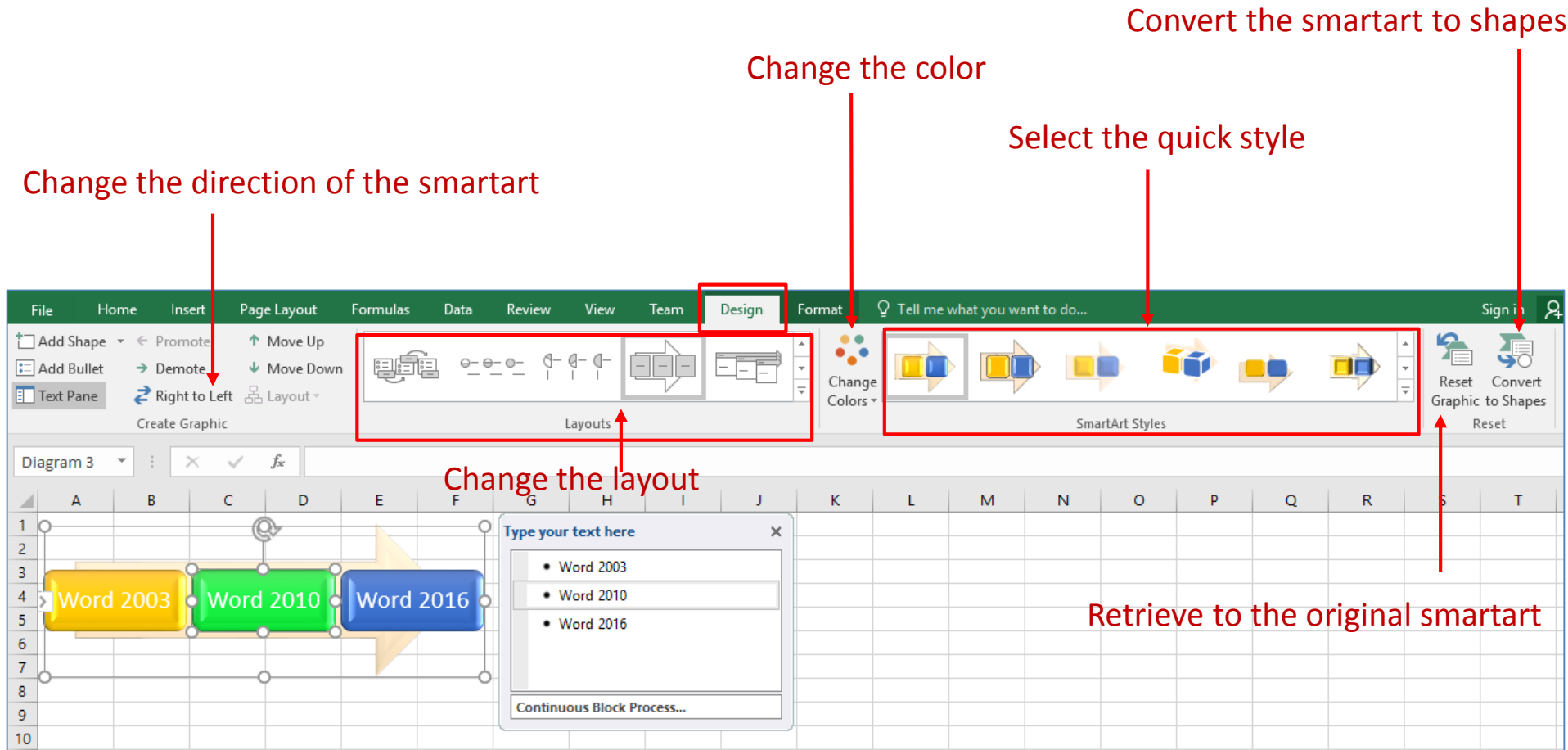
Change the color

Select the quick style

Convert the smartart to shapes

Change the layout

Retrieve to the original smartart



The screenshot displays the Microsoft Word interface with the **Design** ribbon selected. The **SmartArt** group is highlighted, showing the **Layouts** and **SmartArt Styles** task panes. A SmartArt diagram is visible in the background, consisting of three boxes labeled "Word 2003", "Word 2010", and "Word 2016" connected by arrows. A text box titled "Type your text here" is open, showing a list of text entries: "Word 2003", "Word 2010", and "Word 2016". The "Continuous Block Process..." option is also visible.

Chapter 6. Presenting Data Visually



6.1 Create and Manipulate Charts

6.2 Apply Sparklines

6.3 Apply and Manipulate Illustrations